UNITED
NATIONS

ST

Secretariat

ST/AI/405
27 July 1995

ADMINISTRATIVE INSTRUCTION

To: Members of the staff payrolled from Headquarters

From: The Under-Secretary-General for Administration and Management

Subject: DIRECT DEPOSIT OF SALARY*

1. With effect from the end of October payroll, all salary payments to staff members holding contracts of six months or longer who are payrolled from Headquarters will be effected by means of direct deposit to a bank account of the staff member's choice.

2. Given the continuing financial difficulties faced by the United Nations, it is crucial to adopt measures to improve the efficiency of the Organization. Many steps have been taken over the years to streamline administrative procedures in order to reduce costs and improve internal controls. One area for further progress is to increase the use of the system of direct deposit for salary and other payments, since the production and distribution of cheques creates considerable work for the Treasury and for executive offices. Issuance of individual cheques is not only costly to the United Nations, it also requires staff to undertake time-consuming banking transactions and exposes them to the risk of loss or theft of cheques. The vast majority of staff members have elected to avail themselves of the convenience and security of direct deposit.

3. Under the system of direct deposit of salary, the United Nations can automatically deposit a staff member's salary into a checking or savings account in almost any financial institution in the United States of America. The staff member's salary will be automatically deposited to his or her account on pay-day, even if he or she is absent on sick leave, official travel or annual leave. The United Nations does not charge a fee for this service.

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* Personnel Manual index No. 13001.

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4. In confirmation of payment, staff members receiving direct deposits will be provided with a detailed end-of-month statement of earnings and deductions.

5. Those staff members who have not yet made arrangements for the direct deposit of their salaries must send a completed form for authorization for direct deposit of salary (annexed hereto) to the Cashier's Office no later than 6 September 1995.

6. Staff members who consider that their personal circumstances would justify an exception to this policy should submit a request for an exception to the Director, Financial Management Office, through their respective personnel officers. Such requests must explain the compelling reasons for the requested exception and be endorsed by the personnel officer concerned.

Annex

AUTHORIZATION FOR DIRECT DEPOSIT OF SALARY
(Please type or print - fill in completely)

To: Cashier's Office, room S-2770

From: _____
Staff member (last name, first name)

_____
Index number

_____
Extension

_____
Room number

Please arrange to deposit my salary as soon as possible into my

_____
Checking account number

or

_____
Savings account number

at _____

_____

_____
Name and address of financial institution

For financial institutions other than the United Nations Federal Credit Union or Chemical Bank, please provide your bank's American Banking Association (ABA) number. The ABA number can be obtained from your personal cheque (first nine digits in the lower left hand corner) or can be obtained from your bank.

ABA No._____

Signature:_____ Date:_____